

INDEX BRANCH.

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INSTRUCTIONS.



Miss Herson

This is an interesting book which must be retained carefully as our record of how the system operated. Please read it through with Mrs Jones so that you are both clear on how certain events were dealt with in the past e.g. the 5 year districts at appendix B.

and 6/10/69.

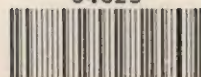


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G. R.

REGISTRAR GENERAL'S OFFICE - SCOTLAND.

INDEX BRANCH.

INSTRUCTIONS to STAFF.

N.B. No alterations to be made upon these INSTRUCTIONS, or change of practice adopted, without reference in first instance to the Secretary and his authorisation received.

*H. Blouin*  
Secretary

21<sup>st</sup> Decr. 1955.





REGISTRAR GENERAL'S OFFICE - SCOTLAND.

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I N D E X    B R A N C H .

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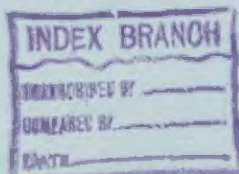
INSTRUCTIONS to be followed in the preparation of the  
GENERAL INDEXES OF BIRTHS, DEATHS AND MARRIAGES.

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T R A N S C R I B I N G .

The preparation of the GENERAL INDEX of BIRTHS, DEATHS and MARRIAGES, is undertaken by the Index Branch Staff composed of four Clerks (Clerical Class) and four Typists. The Senior Clerk will act as Supervisor and will receive a responsibility allowance. ?

One of the Clerks will obtain the Dome Repository the Registers to be dealt with by the Typists and before issue to them will impress the "Index Branch" stamp (as below) on the Title Page of each Register Book.



The Typists will transcribe from the Registers as directed by the Supervising Clerk.

Care must be taken to make the typing clear and legible - accuracy in the numbering of the entries on the transcribing sheets is most essential, and the utmost care must be exercised also to see that the name of the relative District is correct in every case. For certain large Registration Districts special paper is supplied with the name of the District printed thereon, and for certain other Registration Districts a set of rubber stamps is available, Such Districts are indicated by "Printed" or "Stamp" in the "Typist's Transcribing Book".

The names of the District are to be inserted in the Transcribing Sheets as rendered in the "Transcribing Book" and are not to be copied from the headings in the Registers. (See also "Appendix A").



Each Typist will, at the close of each day's transcribing exhibit her initials in the space on the Index Branch stamp following "TRANSCRIBED BY".

When Registers have been transcribed they should be returned to the Cupboard in the Index Branch alcove in the Dome to await comparing. When replacing on the shelves any unused Index paper - "printed districts" or otherwise - care must be taken to see that no odd sheet containing an Index Entry or Entries has been inadvertently placed among such unused sheets.

In transcribing, particular attention should be directed to the following Columns in the respective Registers:-

BIRTHS - No. of Entry, Cols. 1 (Name and Surname), 2 (Year), 3 (Sex), 4 (Surname and Mother's Maiden Surname). The surname in Cols. (1) and (4) must of course correspond (but see also under "Illegitimate Children" on page 4).

DEATHS - No. of Entry, Cols. 1 (Name and Surname), 2 (Year) 3 (Sex), 4 (Age), 5 (Surname). Variations of spelling of the surname in Cols. (1) and (5) are not infrequent, and should, where obviously not clerical inaccuracies, be given effect to. (See also under "Married Women and Widows" on page 5).

MARRIAGES - No. of Entry, Cols. 1 (Year), 2 (Names and Surnames), 5 (Surnames). The general principles with regard to the spelling of surnames adopted in indexing Deaths, apply also to the case of Marriages. (See under "Discrepancies in Spelling" on page 9).

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On all transcribing slips for Births the Maiden Surname of the child's mother will be included, and in Marriages the surnames of the respective spouses.

In Births, the Maiden Surname of the mother will be taken from Column (4), and will be inserted even if the child is illegitimate. An entry will be typed for each surname under which a child falls to be indexed, the mother's Maiden Surname being shown on each.

In Marriages, while the surname (or surnames) shown under "Name in Full" in Column 2 will be transcribed on the slips as formerly, the surname which appears under "Signature" will be inserted in the Column for name of spouse. This applies particularly to Widows, Female Divorcees and persons of illegitimate birth. Where a Widow signs both her (former) married name and her maiden name, insert in column for spouse's



surname her married name, and where a divorced woman signs both, select her maiden name.

CORRECTED ENTRIES.

Where there is a marginal reference to an insertion in the "REGISTER OF CORRECTED ENTRIES" affecting the particulars required to be transcribed, a note of the number of the Volume and of the Page should be made on the relative slip on the Transcribing Sheet, thus:-

1/17	Smith, John	m	Thomson	Stow	4
------	-------------	---	---------	------	---

DECREES OF PATERNITY.

(a) Where the paternity of the child was acknowledged at registration, two slips are to be typed - one under each surname: and in such cases it will not be necessary to note the Transcribing Sheet in the manner mentioned above.

(b) Where the paternity of the child was not acknowledged at registration, the Index particulars should be repeated in the next compartment in the Transcribing Sheet, space for the surname being left blank for the insertion of the father's surname after reference has been made to the relative insertion in the "Register of Corrected Entries" as noted on the sheet in accordance with the above instructions, thus:-

1/17	, John	m	Thomson	Stow	4
------	--------	---	---------	------	---

The Marginal Reference should be inserted on both slips.

A N O N Y M O U S .

Entries (Births and Deaths), in which Column 1 is blank and the relative particulars not otherwise obtainable or to be inferred, are indexed under "Anonymous". In transcribing such Entries particular attention must be paid to the Sex Letter: and reference must invariably be made in these cases to any relative insertion in the "REGISTER of CORRECTED ENTRIES".



L A T E   E N T R I E S .

Entries relating to years other than that to which the Register appertains should be transcribed by the clerk comparing the Register on loose slips as well as on the Transcribing Sheet. The following will illustrate what is meant:-

A Birth occurring in (say) the year 1948 but not registered till (say) 1953 would be transcribed thus:-

On Loose Slip:-

(1948)   Smith, John	m	Thomson	Lairg (1953)	1
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On Sheet:-

Smith, John	m	Thomson	Lairg	1
-------------	---	---------	-------	---

Such loose slips will be retained by the Supervising Clerk who will see that the necessary reference is (or has been) made in the GENERAL INDEX (or its Addenda) of the year to which the Entry relates, and also in the Index of the particular Register Book for that year.

N.B. This rule does not, of course apply to events occurring in (say) December of one year and not registered until the beginning of the following year but applies to events occurring earlier than December. Cases of the latter should be represented in the Indexes of both years.

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ILLEGITIMATE CHILDREN.

Illegitimate Children are indexed under the mother's surname and also under that of the putative father where given.

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ILLEGITIMATE CHILDREN of MARRIED WOMEN  
and of WIDOWS.

These are similarly dealt with: e.g. the child of JOHN SMITH, and of MARY BRUCE, wife (or widow) of JAMES INNES, falls to be indexed under SMITH, BRUCE, and INNES.

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Married/



Married women and widows are indexed under all the maiden and married surnames with which, on the face of the Entries, they may have been identified, thus:-

<u>Col.1.</u>		<u>Col.5.</u>	
Jane Sinclair		John Brown Carter (Reputed Father)	
Married to		Jane Smith (subsequently married to John Thomson, Mason)	
1st	John Samuel		
2nd	James Sinclair		

In the above case the Death falls to be indexed under the following names, viz:- SINCLAIR, SAMUEL, BROWN, SMITH and THOMSON.

AGE.

The age - (in Death Entries) - is dealt with as follows:-  
under 1 year "0": over 1 year and under 2 years "1": etc.

TITLED PERSONS, PEERS, ETC.

Are Indexed thus:

<u>NAME.</u>	<u>INDEX.</u>
HENRY DAVID MURRAY DUKE OF ATHOLL.	Murray, Henry David (Duke of Atholl). Atholl, Duke of (Henry David Murray).
SIR JOHN FERGUSON	Ferguson, John (Kt.) or (Bart.) as the case of may be.
MARY FERGUSON (wife or widow of above)	Ferguson, Mary (Dame) or (Lady) as the case may be: and also under her maiden surname, without title.

The eldest sons of Dukes, <sup>Marquesses</sup>~~Marquises~~ and Earls bear by courtesy the second title of the father, and are addressed in every respect as Peers. The younger sons and the daughters of Dukes and Marquesses and the daughters of Earls have the title of Lord or Lady (thus, Lord John --, Lady Jane --). The younger sons of Earls and all children of Viscounts and Barons, as well as the children of Legal Life Peers and of Legal Life Peers deceased, are styled Honourable.

N.B. Women of title sometimes retain their titles (by courtesy) on Marrying a commoner.



DOUBLE SURNAMES.

A person described in the Registers as, e.g.:-

GEORGE HEPBURN-SCOTT is indexed under Hepburne-Scott, George:  
and Scott, George Hepburne-.

JAMES RAMSAY-ELLIOT-MACDONALD is indexed under  
Ramsay-Elliot-MacDonald, James:  
Elliot-MacDonald, James Ramsay:  
and MacDonald, James Ramsay-Elliot-.

SURNAMES FOLLOWED BY "TEE" NAMES.

Surnames followed by "Tee" names should be indexed twice thus:-

Main, John (Bunker)	M	Mein	Nairn	12
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and

Bunker, John Main	M	Mein	Nairn	12
-------------------	---	------	-------	----

("Tee Names" are found in use in the fishing communities of  
North-East Scotland where many families with the same surname abound).

SPELLING OF SURNAMES.

UNCOMMON SPELLING OF SURNAMES should also be indexed under  
their more common forms, e.g.:-

Acheson	to	Aitchison	MacKey	to	Mackie
Alison	"	Allison			
Bayley	"	Bailey	McAllum	"	McCallum
Belfourd	"	Belford	McArtney	"	McCartney
Berrick	"	Berwick	McCaskill	"	McAskill
Broun	"	Brown	McCaul	"	McCall
Burck	"	Burke	McCauley	"	McAuley
			McCaull	"	McCall
			McCawlay	"	McAulay
			McCawley	"	McAuley
Chrystie	"	Christie	McClay	"	McLay
Clerk	"	Clark	McClean	"	McLean
Clerkson	"	Clarkson	McCollum	"	McCallum
Coburn	"	Cockburn	McCowat	"	McOwat
Colhoun	"	Colquhoun	McGauley	"	McAuley
Coneley	"	Connelly	McHallum	"	McCallum
Crothers	"	Carruthers	McKinnes	"	McInnes
Cruthers	"	Carruthers	McLaine	"	McLean
Cuninghame	"	Cunningham	McLymont	"	McClymont
Curry	"	Currie	McNeal	"	McNeil
			McOnochie	"	McConnachie
			McReady	"	McCreadie
Flinn	"	Flynn			
Gilhespy	"	Gillespie	Neal	"	Neil
Grey	"	Gray	Nielson	"	Neilson
Heslop	"	Hislop	Ochterlony	"	Auchterlonie
Kellie	"	Kelly	Patrrick	"	Patrick
Kelley	"	Kelly	Purdy	"	Purdie



Leach	to	Leitch	Ramsey	to	Ramsay
Lesslie	"	Leslie	Read	"	Reid
Levingstone	"	Livingstone	Reed	"	Reid
Lyttle	"	Little	Rielly	"	Reilly
Magill	"	McGill	Spears	"	Speirs
Malcom	"	Malcolm	Steuart	"	Stewart
Martyn	"	Martin			
Mayne	"	Main			
Miles	"	Myles	Tate	"	Tait
Miln	"	Milne	Tayler	"	Taylor
Moffet	"	Moffat	Tailyour	"	Taylor
Monaghan	"	Monaghan	Tellfour	"	Telford
Mulholland	"	Mulholland			
Mure	"	Muir			
Murrie	"	Murray	Wear	"	Weir

"M" and "MAC" - Surnames such as Macari, Machar, Machray, Macklin, Maczulaitis, etc., are indexed under both "M" and "MAC".

#### FOREIGN SURNAMES.

Names such as the following are transcribed thus:-

FREDERIC VAN DER SPUY	Under	Van Der Spuy, Frederic: Der Spuy, Frederic Van: Spuy, Frederic Van Der.
CHARLES DE GERNIER	"	De Gernier, Charles: Gernier, Charles De:
LORETO D'AMBROSIO	"	D'Ambrosio, Loreto: Dambrosio, Loreto: Ambrosio, Loreto D'.

(Note:- Accents are omitted in Transcribing.)

#### CHRISTIAN NAMES - UNCOMMON SPELLING OF.

Christian names such as Jannet, Jeannie, Hellen, etc., are indexed under the ordinary forms (Janet, Jeanie, Helen etc.) This facilitates reference in the GENERAL INDEX.

#### SEX DOUBTFUL.

Special attention should be given to the Sex Letter in cases where the Sex is not apparent from the Christian Names, e.g.:-

Gordon	Francis	Forbes
Douglas	Frances	Scott
Leslie	Dennis	Kay
Sidney	Carol	Hilary
Allison	Nicholas	Lindsay
Evelyn	Christian	Barry
Stuart	Ray	

Discrepancies/



DISCREPANCIES IN SPELLING.

In the Marriage Registers it sometimes happens that slight discrepancies in the spelling of surnames occur in Columns 2 and 5, but unless the surname is common and the different forms as rendered would be widely separated in the GENERAL INDEX, Column 2 (Name in full) should be followed. This is the practice with Polish surnames where, for example, the masculine termination "icz" becomes "iute" in the feminine. Such surnames as, e.g. Millar and Miller should, however, be indexed under both forms if so rendered in Columns 2 and 5.

Where a discrepancy or apparent error occurs in a Birth or a Death Entry, however, it should be referred to the Correspondence Branch, and this practice should also be followed where the Entry as recorded in the Marriage Register differs in an essential particular from the Marriage Schedule (C).

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COMPARING.

The sheets transcribed by the Typists will be read to a Clerk by one of the other Clerks - the latter reading from the Transcribing Sheets.

On completing the comparison of the Transcribing Sheets, the Clerk holding the Register Book or Books will place his initials, with the date, in the compartment marked "Compared" and "Date" of the Index Branch stamp on the Title Pages of each Register Book dealt with: and at the same time he will see that the names of the Districts borne by the Register Books under comparison are deleted from the "Comparing Book".

As a check, the last entry of the previous day's Comparing will again be read before proceeding with a fresh portion.

Care must be exercised BY THE READER to see that

- (a) all the particulars, as transcribed, are thoroughly legible:
- (b) that the SEX LETTER, the NAME of the DISTRICT, and the NUMBER of each ENTRY are correctly rendered.

When reference is made to an Entry in the "REGISTER of CORRECTED ENTRIES" against any entry on the Transcribing Sheet, he will place the number of the District at the top of such



Transcribing Sheet, and such sheets will be laid carefully aside until the relative insertions have been consulted.

The CHECKER will be careful to observe

- (a) that the transcribed particulars are correctly read:
- (b) that no Christian name or Surnames (or alternative Surname) has been omitted:
- (c) that all "late" entries are transcribed on loose slips as well as on the transcribing sheet: and
- (d) that all necessary references to the "REGISTER of CORRECTED ENTRIES" have been noted.

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CHRISTIAN NAMES - SEX DOUBTFUL.

Where the Christian Name leaves doubt as to the sex the Sex Letter should be underlined to denote that the accuracy of the transcribed particulars has been verified from the Register. Such Christian Names are e.g. (1) Christian, (2) Evelyn, Leslie etc. (See list in "Sex Doubtful"). The same procedure should be followed in cases of "Foreign" Christian Names.

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FOREIGN SURNAMES and UNCOMMON SURNAMES.

These should invariably be spelled out letter by letter and, after being verified if need be, should be under-lined.

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DISPOSAL of TRANSCRIBING SHEETS after COMPARISON.

When the day's comparing has been completed, care should be taken to ensure that BIRTH, DEATH & MARRIAGE SHEETS are separated and then placed in their appropriate compartments or cupboards. Within each of these three groups the sheets on which the name of the District is printed should be kept separate from those on which the name of the District has been typed or stamped.

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REPLACING of REGISTER BOOKS in DOME REPOSITORY.

When Register Books have been transcribed and compared they will be replaced, at suitable intervals, in their proper order and final position in the Repository by Paper Keepers.

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Sorting/



SORTING

In sorting, the Marriage Slips are sorted first: then the Deaths: and lastly the Births.

PROCESS No.1. - SEXUAL DIVISION.

The Slips will be 'sexually' divided, and kept apart.  
(N.B. This process is, of course, unnecessary in the case of the Marriage Transcribing Slips which are separated at the time of cutting.)

The Female Slips relating to Births and Deaths must invariably be revised.

In this process both the Christian name and the Sex Letter require to be carefully observed; and where any discrepancy (or apparent discrepancy) exists between these, reference must be made to the original Entry in the Register.

PROCESS No. 2. - ALPHABETICAL DIVISION.

The "Male" Slips will then be alphabetically arranged under the initial letter of each surname, and placed in the relative pigeon-hole in the sorting cupboard.

PROCESS No.3. - FINAL DIVISION.

The "Male" Slips will then be finally sorted, i.e., the respective surnames will be arranged in strict alphabetical order.

Processes Nos. 2 and 3 will be repeated in the case of the "Female" Slips.

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Where more than one Slip appears under a surname, such slips will be further sorted in strict alphabetical order of the Christian name (or names).

Slips bearing the name surname and the same Christian name (or names) should be sorted:-

- (a) In the alphabetical order of the District:  
and
- (b) When there happens to be more than one such slip applicable to any District, in the numerical order of the Entries.

NOTE:- The Slips applicable to the Registration Districts of the Cities of Edinburgh, Glasgow, Dundee and Aberdeen, should be sorted alphabetically under the initial letter of each of these towns, i.e., Edinburgh &c.



ANONYMOUS.

Any Such slips are sorted in alphabetical order of District, and placed at the end of the letter "A".

SURNAMES FOLLOWED BY "TEE" NAMES.

These are sorted in alphabetical order of the "tee" name immediately after slips bearing a like Christian name. Thus MAIN, John (Dear): MAIN, John (Shavie), etc. should be sorted in the alphabetical order of Dear, Shavie, etc., immediately after the slips bearing "Main, John" only, and before such a name as Main, John Alan.

FOREIGN SURNAMES Etc.

Such names as Van der Spuy, de Gernier, Di Grassa, etc. are sorted in front of surnames beginning with the letters "Van --", "De --", "Di --," etc: thus De Gernier would appear before Deas, and so on.

Names beginning D', L', etc., are sorted together in alphabetical order at the beginning of the letters D, L, etc., and should also be found in order under e.g. Dambrosio, etc.

The above, however, does not apply to the letter "O" where such names as O'Brien, O'Hara, O'Boyle, etc. occur. In these cases the apostrophe is ignored in sorting and the Slips are arranged in their respective order under Obr, Oha, Obo, etc.

Surnames such as St.Clair, Saint Clair, St.John, Saint John, etc., are sorted together in alphabetical order under "Saint".

After a clerk (or typist) has finished sorting the letter upon which he (or she) is engaged, the slips will be tied in bundles of 1,000. The first bundle will bear the sorter's initials, and each bundle will be numbered in order.

NOTE - To facilitate the rectifying of errors in sorting, the Supervising Clerk should see that this process is kept as nearly as possible a full Sex in front of the Stencilling.

REVISION OF SORTING.

This will be undertaken by clerks as directed by the Supervising Clerk. The checker should rectify all sorting errors in surnames, christian names and districts. As only 22 spaces are available for Births and Marriages on the stencilled sheet for



surname and christian name, and 11 for spouse's name or mother's maiden surname, the checker should measure (by means of a gauge) all slips with names which appear to exceed the number of spaces permitted, and reduce middle names, as may be necessary, to initials only. For Deaths, 26 spaces are available for name, with 3 for age, plus 4 blank. The christian name immediately following the surname should never be reduced. If a name (cut down if possible) exceeds the allotted space, a colon "(:)" should be clearly inserted at the end of the name to indicate that in the stencilling process the name may be continued into the next column. For Births and Marriages, 19 spaces are available for the name of the District and 4 for the entry number. For Deaths, 21 spaces are available for District name. The under noted District names are contracted as follows:

Shettleston Glas.	Canongate etc. Edin.
Kelving <del>more</del> Glas <i>gows</i>	George Square Edin.
Haymarket Edin.	Newington Edin.
St. Andrew Edin.	Morningside Edin.

When a letter has been revised for the first time the checker will draw a line down the middle of the left end of each bundle. Each clerk engaged on this work will use a distinctive colour of pencil (blue, red etc.). Final revision will be undertaken by the Supervisor or a clerk who will indicate that this has been done by a line on either side of the line previously drawn in the different colour of pencil used by the final reviser.

#### PREPARATION of SORTED SLIPS for STENCILLING.

The GENERAL INDEX of BIRTHS, DEATHS and MARRIAGES is typed from the Sorted slips by stencil process by H.M. Stationery Office, Bankhead Avenue, Edinburgh.

After the "Final Division" of the slips pertaining to an Index (Birth, Death or Marriage) has been completed, and the sorting revised, the slips will be prepared for the final process of stencilling as indicated hereunder:-

#### COUNTING.

The slips will, normally, be counted into bundles of 80 - corresponding with the number of lines in a column of the Index. An allowance will, however, be made in the counting of the slips so as to provide for a blank space, equivalent to six lines in both

columns/



columns of a page, at the beginning of each alphabetical letter heading of the Index.

The counting will be done by two Clerks working together; the 1st Clerk will count the slips and the other will check his counting. While counting and as a final check on the proper order of the slips the 1st Clerk will check the surnames and the 2nd the Christian Names.

Twenty bundles will be counted at a time. When counted, the bundles will be punched, tagged, and numbered so as to indicate the order in which they are to be stencilled, and also the exact number of slips in each bundle shown, e.g. A1-74, A2-74, A3-80, A4-80, and so on. The bundles will be tied in tens, and placed in the cupboard until sent to the S.O. The numbers of the bundles will be recorded in the "Stencilling Record" book.

N.B. The counting process must not commence at any point of the Index except at the beginning of Letter A.

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DESPATCH of SLIPS to H.M.STATIONERY OFFICE.

Slips should be sent to H.M.S.O. at the rate of 80 bundles (6,400 slips) per week, except (by arrangement) during the Annual Leave period and occasional holidays. Normally, consignments of 40 bundles (3,200 slips) should be sent in locked case by messenger on Mondays and Fridays.

The Supervising Clerk will make out and forward with the consignment an Invoice showing the numbers of the bundles sent (See Appendix C for copy of Invoice). At the same time the relative particulars should be entered in the "Stencilling Record" and the S.O. messenger receiving the consignment will initial the entry.

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COMPARING of STENCIL CARBONS.

The H.M.S.O. messenger will bring the carbon copies of the pages stencilled, with the relative slips, four times a week. These will be carefully compared; one clerk will hold the carbon copies and another clerk will read from the slips.



Care must be taken to see

- (a) that the surnames and Christian names have been placed in strict alphabetical order:
- (b) that they are correctly spelt:
- (c) that no "female" slip has been inadvertently placed among the "male" slips, or vice versa:
- (d) that the "catch letters" and headings at the top of each page are correctly rendered, etc.

In reading the sheets, where the least doubt arises regarding the legibility or the accuracy of the particulars on any slip, reference must be made to the original entry in the Register.

In Marriages and Births, four pages, and in Deaths, five pages, will be read at a time. After the slips have been read and all errors clearly marked on the carbon copy in red ink, the Clerk holding the carbon copies will stamp each page with the Index Branch "Sheet Compared" stamp and initial it, and make the appropriate entry in the "Stencilling Record". The carbon proofs will be returned to H.M.S.O. four times weekly.

When a consignment of stencilled sheets is received from H.M.S.O., the sheets will be carefully compared with the relative carbon copies to see that all the errors indicated on the carbon proof have been satisfactorily rectified. When the stencilled sheets have been compared and put aside for binding the numbers of such sheets will be entered in the "Stencilling Record". A memo acknowledging receipt of consignment will be sent to H.M.S.O. (See Appendix C (2)).

When all the sheets pertaining to an Index have been received and compared, the Index will be prepared for binding by the Supervising Clerk. Title, Sub-title and Addenda pages will be added, and any necessary entries made in the Addenda. The Index will be bound in two volumes, (Males and Females).

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#### GENERAL.

CORRECTED ENTRIES. Plain-paper copies of insertions in the "REGISTER of CORRECTED ENTRIES" received from the Correspondence Branch will be dealt with by the Supervising Clerk, who will note the necessary additions to (or alterations in) the General Index, and also make the required entry in the Indexes of the appropriate Register Books.



ANNUAL SUPPLY of INDEX PAPER. Early in November of each year the Supervising Clerk will hand to the Clerk of Stationery a note, with specimens, of the paper required for the service of the ensuing year; and upon receipt of the supply, he will see that it conforms to requirements, and that it is afterwards deposited in the stockpresses.

PROGRESS REPORT. At the close of each month a Statement showing the position of the work as compared with that at the corresponding date of the previous year will be prepared for submission to the Secretary. For this purpose the Supervising Clerk will require to keep a record of the totals of Births, Deaths and Marriages transcribed daily. The position in regard to sorting may be ascertained by checking the letters in hand at the end of the month, and the Stencilling Record will show the progress of stencilling and the completion of each Index.

CHECKING of COMPARING BOOKS etc. When the transcribing of the Marriage Registers has been completed for the year the relative "COMPARING BOOK" will be checked to see that the names of all Districts have been deleted from it.

The Register Books themselves must also be examined to verify that each has been stamped and initialed as having been transcribed and compared.

A similar course will then be followed in the case of the Registers of Deaths and Births.

CUTTING of SLIPS. The Supervising Clerk will arrange with the Stationery Office for the cutting of Index Transcribing Sheets into Slips, as required. This work is carried out at H.M.S.O., Bankhead Avenue, Edinburgh. The sheets will be sent, and the slips returned, in locked hampers.

Before the Marriage Slips are cut, Clerks will revise the Sheets (Births, Deaths, and Marriages) to see that none has been misplaced. N.B. At the same time all drawers, cupboards etc. should be carefully examined to see that no sheet, wholly or partially transcribed, has been overlooked at any stage of the work.

During the cutting of the Sheets one of the Index Clerks will be present to see that the work is properly done, and that no slip is lost. He will ensure that all slips are placed in the hampers for return and that the hampers are properly locked and addressed.

Supply/



SUPPLY of COPIES of the GENERAL INDEX. Four copies of each GENERAL INDEX will be received from H.M.S.O. - one copy being bound and placed in the Public Office. The Supervising Clerk will see that the pages of the bound copy is consecutive, and he will also make any necessary entry in the Addenda of the bound Volume - taking care that to every entry in the Addenda, a relative reference appears in the appropriate place in the body of the GENERAL INDEX.

The General Index of MARRIAGES should be in its place in the Public Office at the end of the second quarter in the second year after the close of the year to which the Index relates. The General Index of DEATHS should be in its place at the end of the third quarter in the second year after the close of the year to which the Index relates. The General Index of BIRTHS should be in its place at the end of the first quarter in the third year after the close of the year to which the Index relates. Unbound copies of each Year's Indexes of Births and Deaths will be sent to the Administrative Officer of the Glasgow Registration Districts.

The remaining (unbound) copies of the GENERAL INDEX will, after the clerks have seen that the paging is consecutive and correct, be labelled and deposited in separate packets in the Dome; - one set always being placed in the "Air Raid Precautions" alcove.

OTHER WORK.

Military Returns. Births, Deaths and Marriages of British subjects at Military Stations Abroad.

Foreign Returns. Births, Deaths and Marriages of British subjects registered at Consular Offices and Foreign Countries. Included with these are certificates or photostatic certificates submitted to this office in respect of marriages contracted abroad where one of the parties is of Scottish nationality.

Indian and Pakistan Returns. Births, Deaths and Marriages of British subjects in India and Pakistan. These are treated as if they were Consular (i.e. Foreign) Returns.

The above Returns are (from 1950) bound in volumes based on the year of receipt. A comprehensive Index covering these Returns will be kept in slip form for five years at least and then bound. As many births etc. are registered in years subsequent to the year in which they took place, cross references are required to be made. Events taking place prior to 1950 are to be cross referred in the relative volumes of Military (or Consular) Returns.

Ministry of Civil  
Aviation Returns.

These Returns of Births and Deaths will be transcribed and compared in the normal way. The relative entries will then be inserted in the General Index for the year to which the events relate. These returns are kept in a locked cupboard (No.7) in the Index alcove in the Dome.

TYPING of EXTRACTS.

The typing of Extracts and Certificates for the Records Branch is to be undertaken by the Index Branch Typists under the direction of the Supervisor. The Registers will be brought to the Typists' Room with a blank Extract or Certificate form suitable for the entry concerned.

The following points should be noted:-

- (1) In typing Extracts a record ribbon must be used and Typists should exercise great care to set out particulars neatly, evenly spaced and centered, and above all accurately.
- (2) There must be no erasure on the Extract or Certificate and no attempt made at "cobbling".
- x m (3) If more than one Extract or Certificate of the same entry is required each must be typed separately. Carbon copies are not permitted.
- (4) Every "spoiled" Extract or Certificate form must be accounted for and returned by the Supervisor to the Clerk-in-charge of stationery in the Public Room.
- (5) Normally the typed Extracts or Certificates will be compared in the Public Room, but comparing may be undertaken by Index Branch Clerks if so directed.



Certain Registration Districts exhibit a similarity of pronunciation or spelling. These should be transcribed with great care. The following list (based on observed cases) has been prepared to show the approved description in each such case.

3 <sup>2</sup>	Sandwick etc Zetland	1	418 <sup>a</sup>	Creich Fife	24.
12	Walls Zetland	2	419	Cults Fife	25
25	St.Andrews Orkney	3	420	Cupar Fife	26
27	Sandwick Orkney	1	437	Kilmany Fife	27
32 <sup>1</sup>	Walls Orkney	2	443	Largo Fife	28
44 <sup>1</sup>	Kirkton Assynt	4	444	Leslie Fife	29
47	Dornoch Sutherland	5	446	Logie Fife	30
50 <sup>1</sup>	Kirkton Farr	4	450	Newburgh etc Fife	31
59 <sup>b</sup>	Carnoch Ross	6	453	St.Andrews Fife	32
64	Fearn Ross	7	455	Saline Fife	33
71 <sup>1</sup>	Kincardine Ross	8	456	Scoonie Fife	34
78	Nigg Ross	9	465 <sup>b</sup>	Alva Clackmannan	35
83	Tarbat Ross	10	480	Fintry Stirling	36
84	Urquhart etc Ross	11	485 <sup>b</sup>	Logie Stirling	37
90 <sup>a</sup>	Abernethy etc Invs.	12	535	Tarbert Argyll	38
90 <sup>b</sup>	Alvie Inverness	13	543	Kilmeny Argyll	39
107 <sup>1</sup>	Urquhart Inverness	14	548	Salen Argyll	40
108	Barra Inverness	15	551 <sup>1</sup>	Tyree Argyll	41
112 <sup>1</sup>	Kilmuir Skye	16	573 <sup>2</sup>	Johnstone Renfrew	42
144	Urquhart Moray	17	581	Beith Ayr	43
146	Alvah Banff	18	587	Dalry Ayr	44
160 <sup>1</sup>	Kirkmichael Banff	19	600	Kirkmichael Ayr	45
169	Aberdour Aberdeen	20	602 <sup>1</sup>	Largs Ayr	46
181	Cluny Aberdeen	21	618	Symington Ayr	47
193	Fintray Aberdeen	22	650	Libberton Lanark	48
203	Insch Aberdeen	23	657	Symington Lanark	49
215	Leslie Aberdeen	24	745	Hutton Berwick	50
248	Tyrie Aberdeen	25	785 <sup>2</sup>	Kirkton Roxburgh	51
266	Nigg etc Kincardine	26	819	Dornock Dumfries	52
287	Fern Angus	27	831	Hutton etc Dumfries	53
326	Abernethy Perth	28	832	Johnstone Dumfries	54
370 <sup>1</sup>	Kirkmichael Perth	29	836	Kirkmichael Dumfries	55
394 <sup>a</sup>	Scone etc Perth	30	865	Dalry Kirkeudbright	56
401	Aberdour Fife	31	886	Inch Wigtown	57
414	Carnock Fife	32			



Fair Isle and Foula Registers.

The Registers for the two "five year" periods, viz. 1951 - 1955 and 1956 - 1960, should be received during the summers of 1956 and 1961 respectively after the Examiner's visits to these Islands. The entries in the Registers for these periods should be indexed in the General Index for the years 1955 and 1960 respectively. It is unnecessary to specify the particular year of the event as an addition to the facts ordinarily given in the General Index. The Registers should be arranged among the Registers for 1955 and 1960 as the case may be.

Copy entries of registrations in these Islands are transmitted annually by the Registrars and each Birth, Death or Marriage returned therein should be dealt with according to the year in which the Birth, Death or Marriage occurred e.g. a birth occurring in December 1954 and registered in 1955 should be inserted in the General Index for 1954. Steps should be taken on receipt of the actual Registers to test the accuracy of these particular yearly insertions, and also that any registrations made during the first half of the year of examination are not overlooked, but inserted in the proper year, i.e. 1956, 1961 etc.



Forms used in connection with Stencilling Process by H.M.S.O.

- (1) Invoice of bundles of slips and corrected proofs.

MEMORANDUM

Registrar General's Office,  
New Register House,  
EDINBURGH.

To The Director,  
H.M. Stationery Office,  
Duplicating Section,  
Bankhead Avenue,  
Edinburgh, 11.

GENERAL INDEX (SCOTLAND)

Forwarded to you to-day as undernoted:-

Index to the                      19 .  
Consignment No.                - Bundles:-  
Corrected Proofs                - Pages:-

Date.

- (2) Receipt for completed stencilled sheets.

Memorandum.

Registrar General's Office,  
New Register House,  
EDINBURGH

To The Director  
H.M. Stationery Office,  
Duplicating Section,  
Bankhead Avenue,  
Edinburgh, 11.

GENERAL INDEX (SCOTLAND)

I beg to acknowledge receipt of the under-mentioned consignment:-

----- 19 .

Stencilled copy, pages.